



TERRITORY OF GUAM
OFFICE OF THE GOVERNOR
AGAÑA, GUAM 96910
U. S. A.

EXECUTIVE ORDER NO. 96-13

RELATIVE TO AMENDING THE ATTACHMENT OF EXECUTIVE ORDER NO. 96-02 WHICH ESTABLISHED A BUREAU OF INFORMATION TECHNOLOGY (BIT) ON AN INTERIM BASIS UNDER THE GUAM FINANCE COMMISSION TO CONTINUE THE WORK IN IMPROVING COMMUNICATIONS, DATA PROCESSING, AND INFORMATION TECHNOLOGY STANDARDS TO BE DEVELOPED WITHIN THE GOVERNMENT, AND TO ENFORCE STANDARDS AS THEY ARE DEVELOPED BY THE BUREAU.

WHEREAS, Executive Order No. 96-02 was promulgated on February 15, 1996, establishing a Bureau of Information Technology (BIT), however, the organizational chart establishing the BIT did not reflect that the BIT is directly responsible to the Guam Finance Commission and this needs to be corrected; and

WHEREAS, for convenience, the terms of Executive Order No. 96-02 are repeated in the following paragraphs of this Executive Order No. 96-13, and the corrected attachment accompanies this executive order; and

WHEREAS, after a Request for Proposal process, the Barents Group were successful in winning a contract with the Guam Finance Commission to undertake a Financial Management Modernization Project which commenced in October, 1995; and

WHEREAS, prior to the development of recommendations to improve government financial information systems, Barents Group were required to develop an Information Technology Plan for the government of Guam; and

WHEREAS, government employees with backgrounds in both the information technology, communications technology, and budget management areas were asked to serve on two technical working groups to assist and provide feedback to Barents Group; and

WHEREAS, the work product of Barents Group was reviewed by Guam Finance Commission Project Steering Committee members and staff, as well as the two technical working groups; and

WHEREAS, following consultations with Commission members and staff, and members of the Information Technology Technical Working Group, Barents Group recommended that a new agency of government be created to coordinate the development and use of information technology and communications systems and services within the government of Guam.

NOW, THEREFORE, I, CARL T. C. GUTIERREZ, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, and the laws of Guam, do hereby order:




- 1) The Bureau of Information Technology (BIT) is established on an interim basis under the Guam Finance Commission to be directed by a Chief Information Officer and charged with the following responsibilities:
 - a) coordinating the development and use of information technology and communications systems and services throughout the government of Guam;
 - b) coordinating plans and policies throughout the government of Guam, including line and autonomous agencies, for the development and use of, local exchange services, telephone systems, and interexchange service (i.e. long distance services);
 - c) managing telephone systems and communications services and wireless communications, including cellular and trunked radio systems, for all line agencies of the government of Guam.
- 2) The Chairman of the Guam Finance Commission will be entitled to make detail appointments to assist in the establishment of the Bureau of Information Technology (BIT).
- 3) An Information Technology Working Group will be formally established to serve as an advisory group to the Bureau, as set out in the organization chart attached to this Executive Order, and comprised of representatives from the following government agencies and departments: Office of the Governor, Department of Administration Data Processing Center, Bureau of Budget and Management Research, Department of Revenue and Taxation, Department of Education, University of Guam, Department of Land Management, Department of Public Works, Bureau of Planning, Guam Community College, Department of Public Health and Social Services, Department of Law, Guam Telephone Authority, the Public Utility Agency of Guam, the Government of Guam Retirement Fund, Guam Memorial Hospital Authority, and others which may be designated by the Chief Information Officer.
- 4) The Bureau of Information Technology (BIT) will be guided by the Information Technology Organizational Plan and the Information Technology Standards Plan which are being developed by Barents Group for delivery to the Guam Finance Commission, and the guiding principals developed during the Financial Management Modernization Project and set out below will form the basis for the development of its mission:
 - a) **Information Technology (IT)** will eventually extend across the full spectrum of activities of the government of Guam and it will become an integral part of all its operations.
 - b) **Open Systems Environment** will enable information systems to be developed, operated, and maintained independent of application-specific technical solutions or vendor products.
 - c) **Commercial software products**, supplemented by custom-developed reusable components, will provide the government of Guam with powerful tools to enhance productivity and decision making.
 - d) **Routine Operations** with improved information systems and distributed processes will be automated to perform many of the current individual



manual and routine operations, allowing individuals to perform value-added work.


- e) **Shared databases** will be established, centrally managed, and controlled to ensure the integrity of the information resource for the entire government of Guam.
 - f) **An Information Utility** operated by the government of Guam will allow the public to obtain needed information services.
 - g) **A government of Guam Wide Area Network** will be formalized, operated, and managed by a central information technology organization of the government of Guam.
 - h) **A Streamlined Systems Life Cycle** will be used to compress the time needed to deliver new capabilities to the field and to reduce total life-cycle costs.
 - i) **Rapid Prototyping and Data Modeling** will be fully integrated with the systems development cycle, so that incremental changes that support improved business processes can be accomplished.
 - j) **A Streamlined Procurement** process will ensure that the implementation of the government of Guam information system infrastructure can be achieved in compliance with open systems standards, on schedule and within budget.
 - k) **Measures of Performance and Effectiveness** will be used to evaluate how well the infrastructure is supporting the functional users.
 - l) **Education and Training** of the government of Guam information technology community in new methods, tools, and practices will enhance individual skills, productivity, professional growth, and job satisfaction.
- 5) This Executive Order will expire when later legislation establishes a Bureau of Information Technology (BIT).
 - 6) Executive Order No. 96-02 is hereby rescinded.

SIGNED AND PROMULGATED at Agaña, Guam this 23rd day of May, 1996.



CARL T. C. GUTIERREZ
Governor of Guam

COUNTERSIGNED:



TED S. NELSON
Acting Lieutenant Governor of Guam

ATTACHMENT TO EXECUTIVE ORDER NO. 96-13

